

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110024-9

| REPORTS INVENTORY | | | | | | CONTROL NO. | |
|---|-------------|--|------------------|---|---|--|--------------------------------|
| PREPARE IN DUPLICATE | | | | | | DDS/OF-093 | |
| 1. TITLE OF REPORT (if a fill-in report include Form No.) | | | | | | 2. TYPE OF REPORT | |
| Financial Report | | | | | | <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | PERSONNEL | | TRAINING | | ADMIN. GENERAL | |
| | | LOGISTICS | | SECURITY | | OTHER (specify) | |
| | | MEDICAL | | <input checked="" type="checkbox"/> FINANCE | | | |
| 4. NO. OF COPIES PREPARED | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | | | | 6. DISTRIBUTION (No. of components not number of copies) | |
| 5 | | Quarterly | | | | 2 | |
| 7. FORMAT (memorandum, form computer print-out, etc) | | 8. ADP PROCESSING | | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT | | |
| Financial Statement | | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | | Administrative Plan | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) | | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) | | | |
| PSAD | | | | | | | |
| 12. COST FACTORS | | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | | |
| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED = COST PER YEAR |
| GS-13 | \$ 9.13 | | 24 | | \$ 219.12 | | |
| GS-07 | 4.41 | | 3 | | 13.23 | | |
| | | | | | \$ 232.35 | | \$ 929.40 |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | | |
| | | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | \$ 929.40 | |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. | | | | | | | |
| <p>The project instrumentality does not employ a qualified accountant. Our representative reviews the basic bookkeeping records, finalizes them, prepares financial statements and all tax returns. Started 1967--requirement by operating component.</p> | | | | | | | |
| 14. FUTURE GOALS | | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | | | | | | ESTIMATED SAVINGS | |
| <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE | | | | | | <input type="checkbox"/> OTHER (explain) | |
| | | | | | | MAN-HOURS | |
| | | | | | | DOLLARS | |
| 16. DATE OF INVENTORY | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | | | | | 18. EXTENSION |
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